

August 7, 2006

To: BES Employees

From: Robert Knudson

Subject: Secure E-mail

Securing confidential and private electronic information has become a visible and highly regulated activity, due to security requirements set forth by the 1996 Health Insurance Portability and Accountability Act (HIPAA).

The State of Utah now offers a secure way to send e-mail to health care providers and other entities requiring confidential and private communications. All BES staff who share protected health information, social security information and other data that could lead to identity theft or cause harm to a person if exposed should use the state's secure e-mail system, when sending e-mails outside of the state's network. Sending e-mails over GroupWise from one user with an e-mail address ending in "utah.gov", to another user with an e-mail address ending in "utah.gov" is already secure.

To sign up for secure e-mail go to the website below and click on "Order Form" in the upper right hand corner. The form is easy to fill out. However there is a section at the bottom where the employee manager's information must be entered for approval of the license fee payment, which is \$45.00 per year. It normally takes 2 or 3 days to setup an account. The employee filling out the request should be notified by State IT when that has been accomplished. After activation, you will simply type "sm:" before you send a secure e-mail message. For example in the "To" section of your e-mail address you would type: "sm:test@yahoo.com". If you encounter any problems with secure e-mail call STARS at 1-801-538-3440 for assistance.

<http://its.utah.gov/productsservices/customersupport/secureemail.htm>

Please remember there is a cost involved to sign up for secure e-mail. It should only be used by those employees sending confidential or sensitive information outside the state network.